

How to resize photos for the web

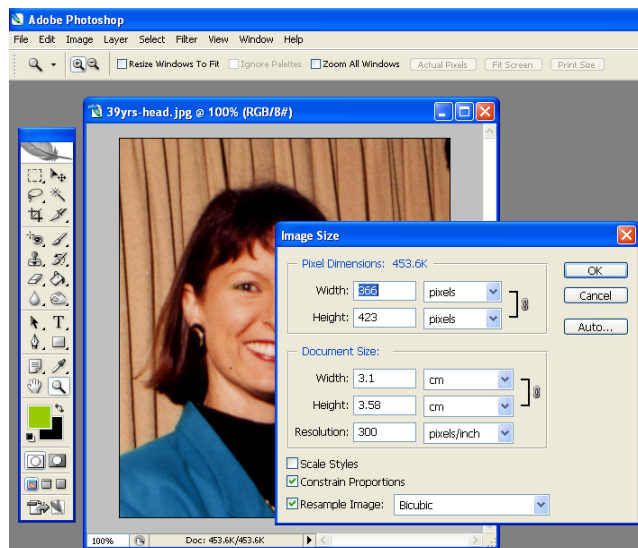
Did you know....that photo's taken with a digital camera are usually too big to upload to a web page? They should be resized and saved as smaller images before uploading to the web or emailing them to friends or peers.

How to resize photos using Adobe PhotoShop

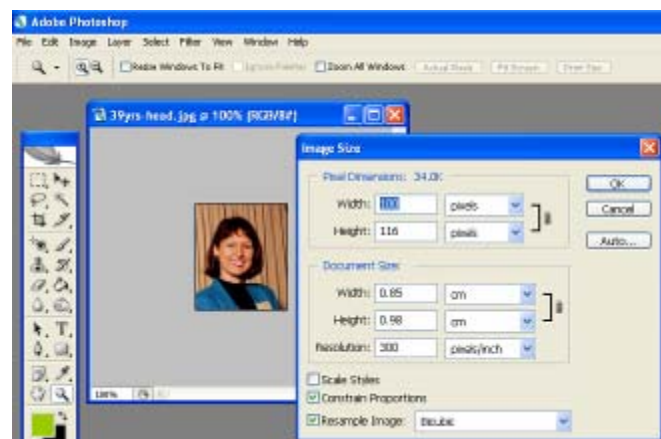
1. Start Adobe PhotoShop
2. Click on **File, Open** on the menu bar and locate the image that you want to resize (example below: original photo is 453.6kb)
3. Click on **Image** on the menu bar and select **Image size...**
4. Make sure **Constrain Proportions** is ticked (this will ensure your image retains it's original proportions – and does not become distorted).
5. **Change the width** and/or height as appropriate (example below: width = 100 pixels, this is a good size for a photo for my CSTC Online user profile). **Note:** you might need to experiment with sizes until you become familiar with different pixel sizes.
6. Click **OK**
7. Click on **File** and select **Save for web...**
8. Make sure **JPEG** is selected
9. Click on the **arrow next to Quality** and use the slide to adjust the image quality.
Note: the file size (displayed bottom left) changes as you adjust the quality.
10. Click **Save** when you are happy with the file size and image quality (example: quality = 75%, high quality, size = 6.3kb)
11. Name and save your file in an appropriate location.

Example

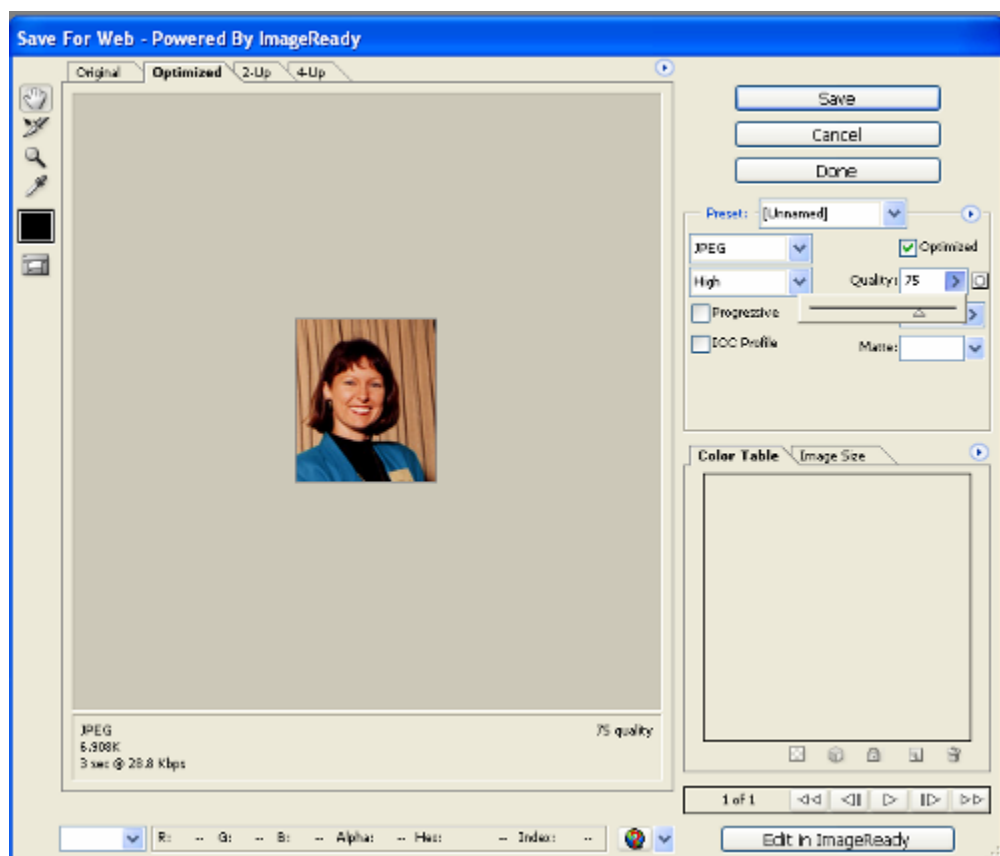
Steps 3 & 4



Steps 5 & 6



Steps 8, 9 & 10



Step 11

